

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

| | | | | |
|---|-------------------------------------|---|--------------------------------------|--|
| (1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles | | (2) AGENCY BILLING CODE 51805 | | (3) PAGE 1 OF 2 PAGES |
| (4) DIVISION/ BRANCH/ SECTION Registration Operations Division, Registration Processing Section | | (5) ADDRESS 2415 1st Ave. MS E169 Sacramento, CA 95818 | | |
| CHECK THE APPROPRIATE BOX | | | | |
| (6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)] | | | | |
| (7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.) | | | | |
| (8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.) | | | | |
| NEW SCHEDULE INFORMATION (If applicable) | (9) SCHEDULE NUMBER DMV-ROD-007 | (10) SCHEDULE DATE 7/26/07 | (11) NUMBER OF PAGES 2 | (12) CUBIC FEET (Total Schedule) 16 |
| PREVIOUS SCHEDULE INFORMATION (If applicable) | (13) SCHEDULE NUMBER 101-DMV-ROD | (14) APPROVAL NUMBER 02-158 | (15) APPROVAL DATE (S) 05/06/2002 | (16) PAGE NUMBER(S) REVISED – 1 1-2 |

(17) MISSION/FUNCTIONAL STATEMENT :

The function of the Registration Processing Section is to provide first class customer service and actively seek innovative ideas and new technological changes and enhancements that will improve the Vehicle Registration Program.

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. **For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.**

| | | | |
|---|--|-------------------------------|-----------------------------|
| (18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Pandi Carden</i> | (19) TITLE Branch Chief <i>Mgr. V</i> | (20) PHONE NUMBER 657-8751 | (21) DATE SIGNED 6/29/07 |
|---|--|-------------------------------|-----------------------------|

In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

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|---|---|---|---|-----------------------------|
| (22) SIGNATURE – RECORDS MGMT ANALYST <i>Jim Merchad</i> | (23) CLASSIFICATION Records Management Coordinator | (24) NAME (Printed or Typed) Jim Merchad | (25) PHONE NUMBER 916 657-7448 5623 | (26) DATE SIGNED 7/27/07 |
|---|---|---|---|-----------------------------|

PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

| | | | |
|--|--------------------------------|-------------------------------|-----------------------------------|
| (27) SIGNATURE – CalRIM CONSULTANT <i>John E. Fox</i> | (28) APPROVAL NUMBER 07-198 | (29) DATE SIGNED 8/13/2007 | (30) EXPIRATION DATE 8/13/2012 |
|--|--------------------------------|-------------------------------|-----------------------------------|

PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

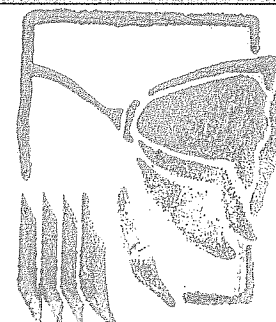
THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☒ Contains no material subject to further review by the California State Archives
- (32) ☐ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE
Linda Johnson

(34) DATE SIGNED
8/27/07

CALIFORNIA
STATE ARCHIVES



| ITEM # | CUBIC FEET * | CA. STATE ARCHIVES USE ONLY | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) | MEDIA | VITAL | RETENTION | | | | PRA (Exempt) & IPA | REMARKS |
|--------|--------------|-----------------------------|---|-------|-------|-----------|-------|------|-------|--------------------|---------|
| | | | | | | OFFICE | DÉPT. | SRC | TOTAL | | |
| (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | (48) |

| | | | | | | | | | | | |
|--------|---------|--|--|-----|--|----------|--|--|---------|----|---|
| | | | <u>Program Management</u> | | | | | | | | |
| 1 | 8 | | Reports [Statistical (paper, monthly), Inventory (e-mail, daily) and Overtime (e-mail, periodical) reports concerning Reporting Units under this Section's direction] | P/M | | Active+2 | | | 3 | | Active until revised or superseded. Recycle. |
| 2 | | | Subpoenas; Small Claims Court Witness | | | | | | | | Deleted – working copies only. |
| 3 | | | Correspondence Files (Responses to Governor, legislative and customer inquiries, intradepartmental) | | | | | | | | Deleted – working copies only. |
| | | | <u>Administrative Management</u> | | | | | | | | |
| 4 | * | | Personnel and Related Documents | P | | Active | | | Active | XI | Active until employee separates, transfers, retires or until unit disbands per IPA 1798.1 and PRA GC 6250 et seq.; thereafter, files forwarded to Administrative Services Division or confidentially destroyed. |
| 5 | 8 | | Office Administrative Files (Files accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists) | P | | Current | | | Current | | Current until revised or superseded. Recycle. |
| 6 | | | Budget Expenditures and Related Reports (Budget revisions, transfer of budget allotments, expenditure reports, and financial activity reports) | | | | | | | | Deleted – working copies only. |
| 7 | | | Procurement and Supply Documents (Standard forms for leases, standard agreements, space action requests, purchase estimates or orders) | | | | | | | | Deleted – working copies only. |
| | | | <u>Records Management</u> | | | | | | | | |
| 8 | | | Records Retention Schedules and Approvals, STD. 73/72 | P | | Current | | | Current | | Deleted – working copies only. |
| 9 | | | Records Inventory Worksheets, STD. 70 | P | | Current | | | Current | | Deleted – working copies only. |
| Total: | 16 C.F. | | | | | | | | | | |

* Provide total of office and departmental